



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President - Chris Steele • Vice-President - Kevin Graves • Director – Bill Pease • Director - Mark Simon • Director - Ray Tetreault

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday January 2, 2013  
REGULAR MEETING 7:00 P.M.  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

**Call business meeting to order** – 7:00 p.m. by President Steele  
**Pledge of Allegiance** – Led by President Steele  
**Roll Call** – All Present

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

None

**C. BOARD OFFICERS APPOINTMENT & DISTRICT REPRESENTATIVE COMMITTEE POSITIONS**

**1. Nominate & Appoint District Board Positions for the 2013 Year**

**Nominations opened for Board President**

**Director Simon** – Nominated Director Ray Tetreault to the Board President Position

**Director Pease** – Provided and explained a Board President Rotational process

**Nominations closed for Board President**

**Vote:** Motion Carried – AYES: 5, NOES: 0

**Nominations opened for Board Vice-President**

**President Tetreault** – Nominated Director Mark Simon to the Board Vice-President Position

**Nominations closed for Board Vice-President**

**Vote:** Motion Carried – AYES: 5, NOES: 0

**Nominations opened for Board President Pro-Tempore**

**Vice-President Simon** – Nominated Director Kevin Graves to the Board President Pro-Tempore Position

**Vote:** Motion Carried – AYES: 5, NOES: 0

**2. Appointment of Board Members to District Representative Committee Positions**

<u>Committee Name</u>	<u>Director Appointed</u>	<u>Alternate</u>
Contra Costa County Aviation Advisory Committee	Kevin Graves	Chris Steele
Contra Costa County Code Enforcement	Bill Pease	Mark Simon
Contra Costa Special Districts Association	Ray Tetreault	Kevin Graves
East Contra Costa County Fire Protection District Liaison	Kevin Graves	Mark Simon
East County Water Management Agency	Board President	Board Vice-President
LAFCO/Liaison	Bill Pease	Chris Steele
Police Services (P6 Committee)	Ray Tetreault	Mark Simon
School District Representative Liaison	Chris Steele	Kevin Graves
Regional Transportation Agencies	Bill Pease	Kevin Graves

**Board Subcommittee Appointments**

<u>Committee Name</u>		
Budget Subcommittee	Mark Simon	Ray Tetreault
Communications Subcommittee	Kevin Graves	Chris Steele
Community Center Subcommittee	Chris Steele	Kevin Graves
Investment Oversight Subcommittee	Chris Steele	Mark Simon
Landscaping Subcommittee	Mark Simon	Ray Tetreault
Park and Recreation Subcommittee	Bill Pease	Kevin Graves
Public Financing Authority Subcommittee	Ray Tetreault	Mark Simon
Water and Wastewater Subcommittee	Ray Tetreault	Kevin Graves

There was discussion between Legal Counsel, the General Manager and the Board  
**Motion by:** Director Graves to move that this slate be approved as presented by the President  
**Second by:** Director Pease  
There was one Public Comment Speaker.  
**Vote:** Motion Carried – AYES: 5, NOES: 0

**D. PRESENTATIONS**  
None

**E. AREA AGENCIES REPORTS / PRESENTATION**

1. **Sheriff's Office Report**  
**Lieutenant Alan Johnson** – Provided the law enforcement report for the month of December. There was discussion between the Board and Lieutenant Johnson.
2. **CHP Report**  
**Officer Eric Brewer** – Provided an update of the services to the Town of Discovery Bay. There was discussion between the Board and Officer Brewer.
3. **Fire District Report**  
**Chief Burris** – Provided his report and the details for the month of December.
4. **East Contra Costa Fire Protection District Report** – No Report
5. **Supervisor Mary Piepho, District III Report** – No Report

**F. COMMITTEE/LIAISON REPORTS**

1. **Trans-Plan Report** – No Report
  2. **County Planning Commission Report** – No Report
  3. **Code Enforcement Report** – No Report
  4. **Special Districts Report\*\*** - No Report
- \*\*These meetings are held Quarterly*

**G. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. DRAFT Minutes of previous regular meeting dated December 19, 2012
2. Approve Register of District Invoices
3. Board of Supervisors Reorganization Luncheon 2013
4. Adopt and Approve Resolution No. 2013-01 Establishing an Introductory Period Policy for Newly Hired Employees
5. Modification to the approved Holiday Schedule for 2013

**Director Pease** – Pulled item G-3

**Motion by:** Director Graves to approve the Consent Calendar except for item G-3

**Second by:** - Vice-President Simon

**Vote:** Motion Carried – AYES: 5, NOES: 0

There was discussion between the General Manager and the Board.

**Motion by:** Director Graves to accept item G-3 as the luncheon portion of the invitation

**Second by:** Director Pease

**Vote:** Motion Carried – AYES: 5, NOES: 0

**H. NEW BUSINESS AND ACTION ITEMS**

1. **Funding considerations and allocation of funds associated with the purchase of the Discovery Bay Athletic Club Property**

**General Manager Howard** – Provided details of item H-1

There was discussion between the General Manager and the Board. There was one Public Comment Speaker.

**Motion by:** Director Pease to move that the Town of Discovery Bay utilize \$200,000.00 from the Town's Water and Wastewater Fund, \$400,000.00 from Measure WW Grant Funds and \$210,000.00 from the Zone 8 Fund balance to acquire the 7.39+/- acre portion of the Discovery Bay Athletic Club property

**Second by:** Director Graves

**Vote:** Motion Carried – AYES: 5, NOES: 0

**Parks and Landscape Manager Perez** – Provided additional details of item H-1, there was discussion between the General Manager the Parks and Landscape Manager and the Board. There was one Public Comment Speaker.

2. **Measure WW Local Grant Program Project Application for the acquisition of real property designated for future Community Center location**

**Parks and Landscape Manager Perez** – Provided details of item H-2

**Motion by:** Director Pease to approve and authorize Staff to complete, execute and file the WW Grant Project Application and supporting documents for the acquisition of real property located at 1601 Discovery Bay Boulevard (future Community Center site) for an amount not to exceed \$400,000.00

**Second by:** Director Graves

**Vote:** Motion Carried – AYES: 5, NOES: 0

There was discussion within the Board in regards to the Public Comment Section being prior to the motion and second

**3. Introduction of DRAFT “Ordinance No. 22 – An Ordinance of the Board of Directors of the Town of Discovery Bay adopting Rules & Regulations Governing Parks” and possible action**

**Parks and Landscape Manager Perez** – Provided details of item H-3

There was discussion between Legal Counsel, the Parks and Landscape Manager and the Board. There was one Public Comment Speaker.

**Motion by:** Director Graves to accept the DRAFT and waive the first reading of Ordinance No. 22

**Second by:** Vice-President Simon

**Vote:** Motion Carried – AYES: 5, NOES: 0

**4. Agency Comment Request – Home Occupation Use Permit Application – Stephen Wilson (LP12-2143)**

**General Manager Howard** – Provided details of item H-4

**General Manager Howard** – Provided details of item H-4

There was discussion between the General Manager and the Board. There was one Public Comment Speaker.

**Motion by:** Director Graves to direct Staff to prepare a letter to the County addressing the concerns that the Board has with regards to parking and walk-in traffic

**Second by:** Vice-President Simon

**Vote:** Motion Carried – AYES: 5, NOES: 0

**I. PRESIDENT REPORT AND DIRECTORS’ COMMENTS**

**President Tetreault** – Thanked the Board for giving him the opportunity to be President

**Director Steele** – Looking forward to providing the Community Center Plan to the Board

**J. MANAGER’S REPORT**

**1. Update on County Park Transfer**

**2. Update on Landscape Maintenance Contracts**

**3. Faded Street Signs**

**Parks and Landscape Manager Perez** – Provided details of items J-1, J-2, and J-3

There was discussion between the Parks and Landscape Manager and the Board

**K. GENERAL MANAGER’S REPORT**

None

**L. DISTRICT LEGAL COUNSEL REPORT**

None

**M. COMMITTEE UPDATES**

**Director Steele** – Community Center Sub-Committee is working on obtaining the estimates for the Discovery Bay Athletic Club

**N. CORRESPONDENCE – Discussion and Possible Action**

**1.** S – Letter to the Contra Costa County Department of Conservation and Development regarding County File Number LP12-2121 dated December 20, 2012

**2.** S – Letter to the Contra Costa County Department of Conservation and Development regarding County File Number LP12-2139 dated December 20, 2012

**3.** S – Letter to Honorable Supervisor Piepho regarding the Proposed Contra Costa County Land Use Home Occupation Permit Process Modification dated December 20, 2012

**O. PUBLIC RECORD REQUESTS RECEIVED**

**1.** Request from William Richardson – Community Center PRR Dated 11.20.12 – Request date December 14, 2012

**2.** Request from William Richardson – Community Center – Discovery Bay Athletic Club Purchase – Request date December 21, 2012

**P. FUTURE AGENDA ITEMS**

None

**Q. ADJOURNMENT**

The meeting adjourned at 8:28 p.m. to the next regular meeting on January 16, 2013 starting at 7:00 p.m.

//cmc – 01-03-13

<http://www.todb.ca.gov/content/agenda-and-minutes/>